

WEEKLY TIMESHEET - INSULATION DEPARTMENT

DATE:

NAME:

B -Bereavement

BT -Bonus/Top Up

E - Estimating/Site Visits

NW - No Work Scheduled

P - Personal Emergency Leave

S - Stat Holiday

T - Training

V - Vacation

Failure to submit your timesheet by the payroll cut off will result in your pay being delayed until the next payroll processing date after receipt of the time sheet.

All applicable information must be completed in full. Ensure to total all columns

EMAIL: tball@ontarioinsulation.ca

DATE	JOB # / ACCOUNT CHOICE	VAN / TRAVEL ZONE	REG HOURS	O/T 1.5	O/T HOURS 2.0	TOTAL HOURS
WEEKLY TOTALS						

EMPLOYEE SIGNATURE: